







Acknowledgement of Council Funding

It is a condition for Community Projects, Community Events, Quick Response and Enviroplan Levy Funding that recipients acknowledge council's financial support. The following guidelines have been developed to help you with this.

FUNDING TABLE

The level of acknowledgement depends on the funding amount you receive from council. Please acknowledge council in the following ways:

FUNDING AMOUNT	ACKNOWLEDGMENT TOOL		
	Logo Acknowledgement	Word Acknowledgement	Mayor and Councillor Invitations
Up to \$4,999			 (Events only)*
\$5,000 and over			

*Invitations to the Mayor and Councillors are encouraged for projects under \$5,000.

LOGO ACKNOWLEDGEMENT

Council's corporate logo must appear prominently in all promotional and publicity activity, material and publications directly relating to the project or event. Council will provide the applicant with approved electronic logo files and logo guidelines for this purpose. Electronic logo requests and logo use guidelines can be found [here](#).

WORD ACKNOWLEDGEMENT

Council's support should also be acknowledged in any;

- newsletters
- social media
- annual reports
- media statements
- event Speeches (via Master of Ceremonies)
- correspondence to supporters and members.

MAYOR AND COUNCILLOR INVITATIONS

Where projects are receiving \$5,000 or more in funding it is required that the Mayor and relevant Divisional Councillors (as advised by council officers) are invited to attend and participate in any media releases, media opportunities, events, openings or similar related to the project. A similar invitation is encouraged for Community Projects, Quick Response and Enviroplan Levy funding where less than \$5,000 in funding has been provided.

For Community Events, it is requested that the Mayor and relevant Divisional Councillors (as advised by council officers) are invited to attend and participate in the event, irrespective of the funding amount.

CAPTURING STORIES

Council media and communication officers may be in contact from time to time to seek further information on events and projects throughout the event or project lifecycle in order to capture and share stories internally and externally to council.

ACQUITTAL

As part of the acquittal process, you will be required to demonstrate with examples how you acknowledged council with logo placement on flyers, advertisements and social media. And where required proof of invitations issued to the Mayor and Councillors.

For any enquiries relating to requirements for acknowledging council funding, you can email the Community Funding Team at communityfunding@ipswich.qld.gov.au.

